



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF
AFLG-PR

18 February 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 00-17, Authority to Use the Government Purchase Card to Pay for Training.

1. This CIL supplements the information provided in CIL 99-02, paragraph 5d, dated 5 October 1998.
2. Effective 1 October 1998, the method of payment for commercial training up to and including \$25,000 is the government purchase card. Continue to use the Department of Defense (DD) Form 1556 to request, authorize, and certify completion of training.

When vendors require purchase card information in writing, annotate it in Block 27 (Accounting Classification) of the DD Form 1556. Annotations should include the purchase card number, cardholder name and expiration date. Request training using Department of Defense Form 1556 (Request, Authorization, certification of Training and Reimbursement). Both hard copy and electronic versions of the form are authorized. The use of TRAIN (the Department of Defense's electronic training automation tool) to generate the DD Form 1556 is encouraged. Officials within the organization who have been delegated training approval authority may approve training requests. Contact your training coordinator or local Civilian Personnel Advisory Center (CPAC) for local procedures and guidance. Organizations using TRAIN may assign the budget role to their purchase cardholder(s). This will enable the cardholder to include required payment information on the electronic training request.

To minimize exposure of purchase card account information, organizations may elect to omit this information during the processing of the training request. Once the request is fully approved, a hard copy version of the DD Form 1556 may be provided to the purchase cardholder. The cardholder should

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annotate the account information in block 27 of the form and forward it directly to the training provider/administrator. Block 37 (Billing Instructions) on the DD Form 1556 should include contact information for the purchase cardholder.

Advance Payments and Reimbursements

There are two ways to authorize and pay for training in advance of receiving the training or service, including student tuition:

- a. Authorize it on the DD Form 1556 request, and,
- b. Receive a bill for payment from the source provider.

Reimbursements. AR 690-400, Chapter 410, Subchapter 6-4b(2): "If an employee fails to complete non-Government training satisfactorily, actions in (a) or (b) below will be taken.

Employees will be advised in writing of these requirements before the training starts.

a. If the failure to complete training is due to the employee's negligence or willful misconduct, he or she will repay training expenses other than salary costs. If appropriate, disciplinary action will be taken.

b. If failure is for reasons beyond the employee's control, no action will be taken.

Reimbursements for expenses from employees failing to complete training satisfactorily will be the responsibility of the approving official, the local APC, and financial officer.

References:

U.S. Code: Title 5, Ch 41, Sec 4105 and 4109

Messages and Memorandums: T&LD, Dec 4 1998, subject: Use of Government-Wide Purchase Cards to Pay for Training at or Below USD/P&R Memo, Sep 25, 1998, subject: Memo on the Use of Govt-Wide Purchase Cards

DSecDef Memo, Jul 20, 1998, subject: Memo on Purchase Card Prog Reeng Implment'n Memo #6

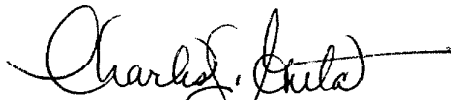
Army Civ Personnel Mgmt HRD BPMS/SOPS: H03, H04, H06, H07

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For additional information, please contact Ms. Gwen Miles at DSN
367-5486 or milesgwen@forscom.army.mil.

Encl
as

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a long horizontal flourish extending to the right.

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting